



# Morgan Hill Adult Softball

## *Manager's Handbook*

### Summer 2009 Section Contents

1. League Information
2. Manager's Responsibilities
3. Player Eligibility
4. Protests
5. League Play Rules
6. Morgan Hill General Policies

### Section 1 – League Information

#### 1. Registration

Morgan Hills' registration is on a first come/first served basis. Upon registering a team, the registration form and the registration fee are needed to secure a spot. Refunds will be given only when Morgan Hill League is unable to fill a league. There is a "No refund" policy for teams who wish to drop out. There is a \$25.00 service fee for each returned check and the team will automatically be dropped until other arrangements are made.

#### 2. Format

Generally, every team will play one game per week on their regular league night; although, circumstances may dictate a bye, double-header, field change, and time change or playing on a different night other than originally scheduled due to rain, tournaments and special events. Morgan Hill reserves the right to alter the league format at any time.

#### 3. Schedules

- a. Team managers and players can check their schedule at [www.quickscores.com/morganhill](http://www.quickscores.com/morganhill)
- b. It is the **manager's responsibility** to obtain the most recently updated schedule and inform the players of game time and field.
- d. Morgan Hill will not guarantee any "no conflict" situations for regular league season and playoffs. You may submit regular season request forms for byes, "no conflicts", and pre-scheduling adjustments. However, we will not guarantee any of them.

#### 4. Playoffs

- a. The number of teams in a league will determine playoff and championship game format. In a six-team league the top four teams will make playoffs. Team #1 will play team #4, and #2 will play #3. The winners of the playoff games will advance to the championship game. In a league that is not six teams, a special playoff schedule will be determined in advance.
- b. Playoff game times will be available 48 hours after the completion of all league games for that night.
- c. Morgan Hill reserves the right to check photo IDs prior to all games including playoffs.
- d. Players not on the official roster by the completion of the 2<sup>th</sup> scheduled game, or without a valid photo ID are not eligible.
- e. Photo IDs will be checked for both teams prior to the start of any playoff or championship game. Managers who do not request the check are still allowed one protest of up to two players during the game (the first three innings for a starter and at any time a substitute enters the game). To request an ID check a team manager must contact the Sports Coordinator and request one prior to the game. There will be no team ID checks after the game begins. Remember that both teams must have their IDs present at the time of the check.
- f. The home team for playoff games is the one that finished higher in the standings. In the championship game, the home team is determined by the higher seed.

- g. All league rules will remain the same excluding: two umpires per game, no time limit in Championship Game (7 innings must be played), run rule (10).
- h. To determine a tiebreaker for the playoff game go to the League Standings section, run differential from head to head games is considered.

### **5. Game Times**

Start times are 6:30pm unless otherwise scheduled. Game clock will start if possible right at scheduled game time. If the previous game runs late, the clock will start as soon as those teams have cleared the dugouts for the incoming teams. In this case, both incoming teams must be warmed up and ready to take the field. A team must have a minimum of eight players to start a game. (9<sup>th</sup> & 10<sup>th</sup> player may be added). All games have an automatic 10-minute grace period from the scheduled start time to avoid forfeit. (This grace period is not from the end of the previous game.) If game time has run out and the game is tied it will stay as tied. There are no extra innings or time, except playoffs.

### **6. Rain Out Policy**

- a. In the case of questionable weather, call (408) 782-2128. This is the number for questionable weather and/or status of a possible rainout decision. It will be updated by 3:00pm on the day of league games or by 5:00am for tournaments on weekends.
- b. A game called by the umpire, during regular league play, which cannot to be resumed within 30 minutes, may be a complete game only if four or more innings have been played or if the home team leads in the bottom of the fourth inning. A complete game will be at least 3 ½ innings with the home team ahead or at the end of four complete innings
- c. In games that cannot be considered a complete game, the following will happen: if three or less complete innings have been played, the game will start over.

### **7. Make-Up Game Policy**

All games cancelled due to rain, inclement weather or circumstances beyond Morgan Hills' control will be made up at the earliest opportunity in field availability. **This may not be on your normal night of play.** Teams should be prepared to play on any night of the week, including Saturday and Sunday. Make up game schedules will be available no later than one week after the cancelled game. Team managers are responsible for inquiring new schedule information.

### **8. Rescheduling**

Games may only be rescheduled with the approval from the league coordinators and depending on field availability.

To reschedule a game, the following steps must be taken:

- a. The opposing team must agree to reschedule the game. If the opposing team agrees to reschedule the game; go to (c.) If mutual agreement cannot be reached and the requesting team does not show up on scheduled date the game will result in a forfeit by the team that originally asked for the rescheduled game.
- b. Contact the Sports Coordinator to inform the intent on rescheduling, at least one week prior to the game. Depending on field availability, the sports coordinator will advise the manager when and if there is an option of rescheduling.
- c. If and when the game is rescheduled both managers have to agree to the rescheduled game.

### **9. Forfeits**

Teams that forfeit a regular season game will be penalized during the playoffs. For every forfeit, it will cost that team two runs during a playoff game. For example: if a team forfeits twice during the regular season then they will give up 4 runs during playoffs.

### **10. Free Agents**

Teams are allowed to pick up additional players through the Free Agent program. Contact the Sports Coordinator if you are interested in picking up additional players for the roster.

### **11. League Standings**

Updated standings will be available each week at [www.quickscores.com/morganhill](http://www.quickscores.com/morganhill). The Team Manager should check weekly to make sure the standings are correct. If there is a discrepancy, please notify the Sports Coordinator immediately. If necessary, in a ten game season, a tie in the league standings will be broken by the following process:

- a. Head to head competition of previous played games between the teams involved.
  - 1. If still tied, go to (b)
  - 2. If three or more teams are tied, the head to head record of all teams. If still tied go to (b)
- b. Run differential for all of the games played in the league. (Total runs scored minus total runs allowed in all games played)

- d. Run differential between the teams that are tied.
- e. Flip a coin

### **12. Line-up/Score Cards**

Please complete the cards on both front and back with first **and** last names 5min prior to the game. It is the manager's Responsibility to make sure that all substitutes are put on the card upon entering the game. At end of game

each manager will be asked to initial the final score to confirm accuracy. If there is a discrepancy, it must be corrected on the field with the umpire. Otherwise, the score will stand as an official outcome.

## **Section 2 - Manager's Responsibilities**

The team manager is the principal link between Morgan Hill and his/her team. It is the manager's responsibility to obtain all information regarding league play at Morgan Hill.

1. Manager or assistant manager must be the only team representative to handle protests, suggestions or complaints. All team members must go through the team manager to inform Morgan Hill sports Coordinator.
2. Managers must initial the final game scores on the scorecards.
3. Managers or representatives must attend Manager's Meeting at the beginning of the season.
4. Managers should know all the rules and regulations and inform his or her players of them.
5. Managers are responsible for all fees to be paid.
6. Managers are responsible for each player's registration on roster.
7. Managers should avoid forfeits by having your team members arrive 30 minutes prior to the scheduled game time.
8. Managers are responsible for the conduct of his/her players. Good sportsmanship is expected of all managers, players, and spectators.
9. Managers should receive the ground rules and turn in the line-up card prior to start of game.
10. Managers must obtain all league paperwork pertaining to deadlines, schedules, tournaments, and makeup schedules, first game times and any other pertinent information.
11. The Sports Coordinator must be notified immediately of any address or telephone number changes.

## **Section 3 - Player Eligibility**

### **1. Age Requirements**

Men and women must be at least 18 years of age. Morgan Hill has the right to refuse any player for any reason.

### **2. Roster**

Each manager will be given a blank roster to fill out and turn in prior to the start of the first game of the season. Players must be on the roster in order to be a legal player. You may add or drop three (3) players to your roster till the fourth game after the fourth all rosters are final. However, to be eligible for the playoffs a player must play in at least **5** regular season games.

### **3. Illegal Players**

The following situations can make you an ineligible player:

- a. Regular Season: Not on roster
  - b. Any circumstance in which M.H.A.S.L. organization feels a player is ineligible.
- 4. Teams/players may play in only one City of Morgan Hill Adult Softball league at a time.**

## **Section 4 - PROTESTS**

A. When a matter of protest arises during a game, the captain or manager of the protesting team shall immediately notify the: a) opposing manager, b) the plate umpire and c) the scorekeeper of exactly which rule is being protested. This will enable all interested parties to take notice of the protest. On a protest of a player thought to be ineligible, the protest must be made as soon as the first stoppage of game play. Protesting teams must file their written protest in the Recreation Office with \$50.00 protest fee by 5 p.m. on the day following the protested game.

B. Protests shall be based on the interpretation of rules and ineligible players only. Decisions involving the judgment of umpires shall not be considered or received.

C. The written protest should include:

1. The date, time and place of the game.
2. The names of the umpires and scorer.
3. The rule and section of the official rules or local rules under which the protest is made.
4. The decision and conditions surrounding the making of the decision.
5. All the essential facts involved in the matter protested.

D. The League Director will decide the fate of the protest within 24 hours of receiving the protest. He may consult a Board of managers and officials if he feels it is necessary in making a correct a final decision and on this occasion, a 48-hour grace period will be allowed.

### **1. Illegal Player Protest**

A player not registered on either roster is an illegal player and will cause the team on which he/she participates to forfeit. For a starting player, the opposing manager must protest before the player in question has completed his first at-bat. At this time the protesting manager may protest one other starting player whether he has batted or not. Substitutes may be protested at any time during the game. The sports coordinator will check the player's photo ID with the team rosters. Illegal players will be removed and the game will be forfeited. The team will forfeit that game and may be subject to further penalty. If during playoffs, the team will forfeit all awards. The illegal player and the team manager are subject to a thirty-day suspension from all league play. If a team admits to having an illegal player prior to the Sports Coordinator's check, then the penalty will only be forfeiture of that game.

### **2. Rule Interpretation Protest**

No protests are allowed on a judgment call. A protest on a rule interpretation must be made immediately before the next pitch.

## **Section 5 - League Play Rules**

The following rules govern teams and players participating in the Morgan Hill Adult Softball leagues. Morgan Hill will play under the rules in the Manager's Handbook. All rules not explained in the manager's packet should refer to The Amateur Softball Association (ASA) rulebook with the following explanations and exceptions. Morgan Hill shall have the power to make decisions on any points in the rules or to revise any rules as they deem necessary. The Sports Coordinator shall make final decisions.

### **Rule 1. - The Playing Field**

1. On fields where the fence does not run completely across the outfield, an imaginary line exists which will be used as the out-of-play line and all appropriate base(s) will be awarded.
2. Please warm up in designated areas only.
3. Please keep all walkways and access areas clear. Absolutely no hitting of balls is allowed into the dugout or backstop screens.
4. Only one on-deck batter and two base coaches are allowed out of the dugout. All others are to remain in the dugout or behind the out-of-play fence. Teams with excessive players out of the dugout will be charged with a "dead-ball" out.

### **Rule 2. - Equipment**

1. Morgan Hill will furnish the game ball and a back-up ball. Teams are responsible for shagging softballs that go out of play and over the home run fence. All Morgan Hill Adult Softball leagues use a 12" softball.
2. All bats that are ASA certified or re-certified are legal for all levels and leagues. Morgan Hill reserves the right to allow or disallow any piece of equipment that it deems unsafe. (see banned bat list)
3. Jewelry that is deemed unsafe by the umpires must be removed or secured before a game can continue (i.e., hoop earrings, watches, dangling chains, etc.) This is the umpire's discretion.
4. Metal spikes are not allowed.
5. Teams must supply their own catcher's mask.

### **Rule 3. - Definitions**

1. *Protest* is an action that involves a dispute over a play between the teams or some action or decision made by the umpire against a team. A protest must be made verbally to the umpire on the field at the time of the incident. The manager must inform the umpire of his/her intention to protest. *See Section 4.*
2. *Ejection* is an action taken by an umpire when an individual flagrantly violates rules, argues balls and

strikes or shows unsportsmanlike conduct. An ejection results in an individual being suspended from all league play for a minimum of one week. Longer suspensions may result depending on the severity of the infraction.

3. *Removal* is an action taken by an umpire when in his/her judgment; a player is creating a hazard to him/herself or other players. This action is taken to avoid injury to any individual. Removal from a game is only for the remainder of that game. Morgan Hill has the discretion to enforce this at any time.

#### **Rule 4. - The Game**

1. The home team will be designated on the schedule.
2. The game clock is 70 minutes for all leagues. It begins at the scheduled game time or, if games are running late, as soon as the prior game finishes and the teams have cleared the dugouts. The teams have until the clock gets to 60 minutes to take the field and present the line-up card to the umpire. If a team fails to do so by this time, the offending team will forfeit the game. Games may start early if both teams are ready and agree to start. A regulation game shall end after 7 innings or when the time clock runs out. No new inning may start after the time limit has expired.
3. A **15- run rule after 3 innings** or **10-run rule after the 5th inning** (or after 4 ½ innings if home team is ahead) in all games is in effect **including playoffs and championships**.
4. The Travesty Rule may be enforced against teams that intentionally use errors and misplays to yield runs for the purpose of avoiding the run rule. If, in the umpire's judgment, a team is making a "Travesty" out of the game, the violating team will be subject to a 7-0 forfeit loss, regardless of the score at the time in question.
5. In a forfeit situation, the team being awarded the forfeit has the option of taking a score of 7-0 or the score of the game at the time of the forfeit.
6. There is no home run rule in effect due to lack of fence.
7. A tie is considered after 7 innings or game time expires.

#### **Rule 5. - The Players and Substitutions**

1. All players must be able to produce a valid photo ID upon request.
2. Any player in the batting order can take a defensive position during any point in the game.
3. The minimum number of players to start or finish a game is eight. Any number less than eight, at any time, is a forfeit. Teams may add up to ten players total, once the game has begun.
4. Teams may bat up to eleven batters (additional hitter). No additional hitters may be added once the game begins.
5. If a team loses a player(s) for any reason, that position in the order becomes an out every time the batter was to bat, if no legal substitute is available. Any team that has two ejections from the same team in the same game will have a forfeit, even if they have enough substitutes.
6. **The following actions may warrant a player's ejection/removal from a game:**
  - a. The umpires need not give advanced warnings. This is your team's first and last warning.
  - b. Fake tags or similar unsportsmanlike conduct.
  - c. Rough tactics not limited to fighting.
  - d. Obscene gestures and/or verbal abuse towards an umpire, opponent, spectator or Morgan Hill employee.
  - e. Intentional throwing of the bat.
  - f. **Being under the influence of alcohol or any other substance that could cause a risk to the player and others.**
  - g. Flagrant rule violations.
  - h. Repeated profanity.
  - i. Use of trash talk in an attempt to incite unsportsmanlike conduct.

#### **j. Drinking alcohol during a game.**

- k. Any action deemed by Morgan Hill as to not being conducive to the park's atmosphere.

Remember that Morgan Hill strives to be a family-oriented league. Any obscene language loud enough for the umpire to hear is loud enough for the spectators to hear.

**7. Any use of excessive profanity will result in an automatic out. There is no advance warning. If the violation is committed by the offensive team following the third out, they will begin their next turn at-bat with one out. If it is violated by the defensive team, they will start their next inning with an out. If it is violated three times in one inning by the defense, they will lose one offensive inning. The cursing rule will not be enforced to get the out(s) to go to the next inning (i.e. when time is running out on the game clock and the home team needs to get out to go to the next Inning).**

8. If a player or manager is ejected from a game he/she may lose playing privileges for the next week's game(s). Depending on the seriousness of the infraction, an ejected player may be asked to leave the facility; the final decision will be made by the Sports Coordinator pending review of the incident. If a player is ejected a second time during a season, that player may be disqualified from all play for at least 30 days.

9. If two players from the same team are ejected from the same game, that team will forfeit the game.

10. If a player or manager lays a hand on, shoves, strikes, threatens or abuses any Morgan Hill official or employee before, during, or after a game, he/she will be suspended from the league for a minimum of one year. If the above occurs with another player or spectator, that person will be suspended for a minimum of thirty days, pending the results of the investigation by the league staff. Further legal action may also be taken.

#### **Rule 6. - Pitching Rule**

The pitched ball must have an arc of at least 3 feet from release and no higher than 10 feet from the ground. It must be delivered at a slow speed. A strike is called from a strike zone. A pitch that hits the plate is a ball.

#### **Rule 7. - Base Running**

In order to prevent unnecessary injury, Morgan Hill recommends that when at all possible, base runners make an attempt to get out of the way (this does not include ducking), give themselves up, or slide into the base or home plate, instead of colliding with a fielder or trying to attempt to jar the ball loose. If the base runner collides with the fielder, the umpire may call the player out and the ball dead. Any blatant act by the runner is subject to an ejection. Fielders blocking the base or making fake tags are subject to ejection from the game. The umpire need not give advanced warning. This is not a must slide rule.

## **Section 6 – Morgan Hill General Policies**

### **1. Food and Beverage**

Morgan Hill does not allow alcoholic beverages at the park. No glass containers.

### **2. First Aid**

Limited first aid supplies are kept with the scorekeeper. Paramedics, fire, police and ambulatory services are within minutes of the facility. In case of injury or security, Morgan Hill will need permission from the victim or a family member before assistance is called. Under no circumstances will a Morgan Hill employee or umpire administer first aid.

### **3. Misconduct**

Managers and players ejected/removed from a game should leave the field and vicinity immediately without further abuse, to prevent harsher penalties that may be imposed.

**11. Morgan Hill** reserves the right to make any amendments or adjustments deemed necessary to promote fairness and equality in league play. (i.e., equalizer rules, run spots, etc.)

**12. Morgan Hill** intends to provide a professional, knowledgeable and courteous staff; this includes the umpires. Please contact the Sports Coordinator on duty or call our office during business hours if any of our staff does not meet these standards. Umpire complaint and suggestion forms are available with the Sports Coordinator.